



COMMUNITY DEVELOPMENT DEPARTMENT

17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7241 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

Filing Requirements for CULTURAL RESOURCES ALTERATION

A. **PURPOSE**

The Cultural Resources Alteration process is intended to review all proposed alterations, modifications, demolitions or relocations of any designated cultural resource or cultural resource site or within a historic district. The process shall proceed pursuant to Chapter 18.75 of the Municipal Code.

B. **FILING REQUIREMENTS**

1. Submittal
 - a. Uniform Application
 - b. Submittal Plans (see section C)
 - c. Pictures of all four sides of structure or all areas of site depending upon request
 - d. Environmental Assessment
 - e. Public Hearing Noticing Requirements (see section D)
 - f. Filing Fee (see Fee Schedule attached to the Uniform Application)

C. **SUBMITTAL PLANS**

1. The Vicinity Map shall be drawn to scale and provide accurate information concerning street and lot patterns in the area of the subject property.
2. Site Plan
3. Building Elevations
4. Any additional plans as deemed necessary by the Community Development Director

D. **PUBLIC HEARING NOTICING REQUIREMENTS**

Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)

1. One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes

2. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application